

CP-1 Acquisition Approval Form  
Dept. of Information Technology Services  
3771 Eastwood Dr.  
Jackson, MS 39211  
(601) 432-8000

Page: 1

Effective Date 04/05/2018  
Expiration Date 01/31/2020  
Date Printed 04/09/2018  
Procurement Type SOLE SOURCE

CP-1 **20180400**  
Contract **IT20120073**

Acquisition Method: PURCHASE

This document is your authorization from ITS to purchase the following products and/or services from the vendor listed, at or below the prices itemized. If no vendor is listed, proceed according to ITS exemption instructions or instructions included on the Planned Purchase Approval Letter accompanying this CP-1. This procurement is contingent upon availability of funds and will not become final until the vendor has received your purchase order. Keep this form with your financial records as an audit trail of ITS procurement approval.

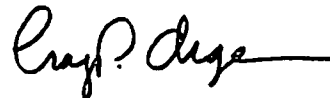
For additional information regarding the ITS Procurement Process and CP-1 Approval Documents, refer to the ITS Procurement Handbook, located at <http://www.its.state.ms.us/its/procman.nsf>. The following sections of the Procurement Handbook include information specifically related to CP-1 approvals: 009-025, 013-040, and 013-080.

If you need additional assistance regarding this CP-1, please contact the ITS Procurement Help Desk at 601-432-8166 or e-mail [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov).

155 Auditor, Office of the State ATTN: Jim Moore 801 Woolfolk Building 501 N. West St. Jackson, MS 39201	PLACE ORDER TO: 3100001316 CCH INC C/O WOLTERS KLUWER 2700 LAKE COOK RD RIVERWOODS, IL 60015  MAKE PAYMENT TO: 3100001316 CCH INC C/O WOLTERS KLUWER 2700 LAKE COOK RD RIVERWOODS, IL 60015
---	---

MAX ANNUAL % INCREASE	0.00	CP1 LIFECYCLE LIMIT	65,000.00	NUMBER OF PAYMENTS	1
This software is used to provide an electronic audit management system. Wolters Kluwer is the owner and has full right and title to license the CCH ProSystem fx Engagement Software. In the United States, Wolters Kluwer is the sole source entity permitted to license CCH ProSystem fx Engagement. ITS issued Sole Source Certification Number 4079 and received no objections/responses. Amendment #1 to the Software License Agreement has been executed.  The MAGIC Contract Number is 8800000511.					

APPROVED ITS DATE: 04/09/2018



PRODUCTS AND SERVICES PURCHASE DETAILS

QTY	PRODUCTS	EACH NET	EXTENDED NET
1	Additional ProSystem fx Engagement Software Licenses, Support, and Maintenance	65,000.00	65,000.00

TOTAL

MAXIMUM

65,000.00

COMMODITY CODES -- 61921000000

DISTRIBUTION TO

ISS MAGIC - EMAIL [issmagic@its.ms.gov](mailto:issmagic@its.ms.gov)  
Jill Chastant - EMAIL [jill.chastant@its.ms.gov](mailto:jill.chastant@its.ms.gov)

PRNO JBC00-44167-1	ATHY DIRECTOR APRV	REPLACEMENT SUBSEQUENT	RFP No(s) 4079
-----------------------	-----------------------	---------------------------	-------------------

Effective Date 04/05/2018  
 Expiration Date 01/31/2020  
 Date Printed 04/09/2018  
 Procurement Type SOLE SOURCE

CP-1 Acquisition Approval Form  
 Dept. of Information Technology Services  
 3771 Eastwood Dr.  
 Jackson, MS 39211  
 (601) 432-8000

CP-1 **20180400**  
 Contract **IT20120073**  
 Acquisition Method: PURCHASE

### CP-1 LIFECYCLE REPORT

#### Product/Services

Additional ProSystem fx Engagement Software, Support, and Maintenance through January 31, 2020

Payment frequency MAXIMUM  
 Max Annual % Increase 0.00

	YEAR	PERIOD	PAYMENT AMOUNT	# PMTS	TOTAL FOR YEAR
	1	04/05/2018	65,000.00	1	65,000.00
Total				1	65,000.00

**PROJECT NUMBER 44167  
AMENDMENT # 1 TO  
SOFTWARE LICENSE AGREEMENT  
BETWEEN  
CCH INCORPORATED  
AND  
MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES  
AS CONTRACTING AGENT FOR THE  
OFFICE OF THE STATE AUDITOR  
(ORIGINAL PROJECT NUMBER 43104)**

This document (hereinafter referred to as "Amendment Number 1") shall serve to amend the original Software License Agreement executed on January 24, 2017 (hereinafter referred to as "Agreement"), between CCH Incorporated, a Delaware corporation having its principal place of business at 2700 Lake Cook Road, Riverwoods, Illinois 60015 (hereinafter referred to as "CCH"), and the Mississippi Department of Information Technology Services having its principal place of business at 3771 Eastwood Drive, Jackson, Mississippi 39211 (hereinafter referred to as "ITS"), as contracting agent for the Office of the State Auditor located at 501 North West Street, Suite 801, Jackson, Mississippi 39211 (hereinafter referred to as "Customer").

**WHEREAS**, the original Agreement specified that CCH was the sole source provider of the ProSystem fx Engagement Software Licenses, Support and Maintenance provided herein; and

**WHEREAS**, the sole source laws in Mississippi subsequently changed during the 2015 Legislative Session; and

**WHEREAS**, ITS issued a Notice of Intent to Certify Sole Source No. 4079 in an attempt to re-certify the sole source status of this procurement; and

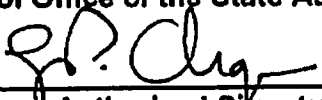
**WHEREAS**, there being no objections to the sole source status being filed by any person or entity and the parties thereby determining this is indeed a sole source project;

**NOW THEREFORE**, ITS, Customer, and CCH, by entering into this Amendment Number 1, mutually agree that the following provisions shall modify the aforementioned Agreement:

Article 3.1, "Fees and Payment" shall be and hereby is amended so as to add the following: "As a result of this Amendment Number 1, CCH agrees to provide twenty (20) additional ProSystem fx Engagement Software Licenses, Support and Maintenance. It is expressly understood and agreed that in no event will the total compensation to be paid pursuant to this Amendment Number 1 exceed the specified sum of \$65,000.00."

All other terms and conditions of the Agreement executed on January 24, 2017, shall remain unchanged and in full force and effect.

State of Mississippi, Department of  
Information Technology Services, on  
behalf of Office of the State Auditor

By:   
Authorized Signature

Printed Name: Craig P. Orgeron, Ph.D.

Title: Executive Director

Date: 4/5/18

CCH Incorporated

By:   
Authorized Signature

Printed Name: CHRIS PELTON

Title: CCH Corporate Account Manager

Date: 4/2/18



## Notice of Intent to Certify Sole Source

---

To: Interested Parties

From: Craig P. Orgeron, Ph.D. <sup>CPO</sup>

CC: ITS Project Number 44167

Date: February 27, 2018

Re: Sole Source Certification Number 4079 for additional CCH ProSystem fx Engagement Software Licenses, Support and Maintenance for the Mississippi Office of the State Auditor

Contact Name: Jill Chastant

Contact Phone Number: 601-432-8214

Contact E-mail Address: jill.chastant@its.ms.gov

---

### Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4079 for additional CCH ProSystem fx Engagement Software Licenses, Support and Maintenance for the Mississippi Office of the State Auditor (OSA), please be advised that ITS intends to award the licenses, support and maintenance to CCH Incorporated, a Wolters Kluwer business, as the sole source provider of additional CCH ProSystem fx Engagement Software Licenses, Support and Maintenance through January 31, 2020, in an amount not to exceed \$65,000.00. Any additional licenses purchased during the certification period will be considered sole source. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

### Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

CCH ProSystem fx Engagement is an auditing workpaper management software that obtains instant access to paperless audit and tax client binders and promptly prepares financial statements and trial balance reports. CCH Incorporated, a Wolters Kluwer business, provides software and maintenance support for the CCH ProSystem fx Engagement System. The maintenance and support provides access to helpdesk support, which includes remote servicing for end users and access to software patches and updates to provide security and stability for the system. OSA has made a business decision to continue the maintenance of the CCH ProSystem fx Engagement system. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

The State, County, Electronic Data Processing, and Contract Audit Divisions of OSA use Engagement Software Support and Maintenance Helpdesk to troubleshoot issues that may arise with the CCH ProSystem fx Engagement System. The Software Support and Maintenance provides OSA with remote servicing at the end user's Engagement workstations along with software patches and updates that are necessary for the CCH ProSystem fx Engagement System. With the hiring of new auditors, additional licenses are needed. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

Wolters Kluwer is the owner and has full right and title to license the CCH ProSystem fx Engagement Software. In the United States, Wolters Kluwer is the sole source entity permitted to license CCH ProSystem fx Engagement. The Vendor's sole source certification letter is included as Attachment B.

#### **Schedule**

Task	Date
First Advertisement Date	02/27/18
Second Advertisement Date	03/06/18
Response Deadline From Objectors	03/13/18, at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 03/14/18

#### **Project Details**

OSA originally purchased the CCH ProSystem fx Engagement System and Software Support and Maintenance for the purpose of audit work paper management in September 2011, as a sole source procurement for five years. In May 2013, OSA purchased additional licenses and support for those licenses for three years.

In October 2016, ITS issued Notice of Intent to Certify Sole Source Number 3940 for CCH ProSystem fx Engagement Software Support and Maintenance from November 1, 2016 through October 31, 2019, in an amount not to exceed \$95,063.00. No objections were received. In March 2017, ITS issued Notice of Intent to Certify Sole Source Number 3982 for CCH ProSystem fx Engagement Software Support and Maintenance through October 31, 2020, in an amount not to exceed \$7,429.69. The total spend-to-date for this software, support, and maintenance is \$301,037.86.

OSA is seeking to add 20 new licenses, maintenance and support through October 31, 2020. Any additional licenses purchased during the certification period will be considered sole source.

#### **Submission Instructions and Format of Response from Objecting Parties**

Interested parties who have reason to believe that the CCH ProSystem fx Engagement Software Licenses, Support and Maintenance should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to CCH Incorporated.

##### **1.1 Interested Party Information**

##### **1.1.1 Contact Name, Phone Number and email address**

- 1.1.2 Company Website URL, if applicable
- 1.2 Objection to Sole Source Certification
- 1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.
- 1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.
- 1.3 Comments will be accepted at any time prior to Tuesday, March 13, 2018 at 3:00 p.m. (Central Time) to Jill Chastant at [jill.chastant@its.ms.gov](mailto:jill.chastant@its.ms.gov) or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. **ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES.** It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Jill Chastant to verify the receipt of their Responses. Responses received after the deadline will be rejected.
- 1.4 Interested Party responses should include the following information:

**SUBMITTED IN RESPONSE TO  
Sole Source Certification No. 4079-44167  
Accepted until March 13, 2018 @ 3:00 p.m.,  
ATTENTION: Jill Chastant**

If you have any questions concerning the information above or if we can be of further assistance, please contact Jill Chastant at 601-432-8214 or via email at [jill.chastant@its.ms.gov](mailto:jill.chastant@its.ms.gov).

Attachment A: Customer Sole Source Certification Request  
Attachment B: Vendor Correspondence  
Attachment C: Sole Source Procurement Overview



3771 Eastwood Drive  
Jackson, Mississippi 39211  
Phone 601-432-8000 Fax 601-713-6380

## Sole Source Certification Request

<b>Project Title: CCH Engagement Maintenance Extension</b>		<b>Stimulus (ARRA) Funds? Yes    No x</b>	
<b>Customer Contact Information</b>			
<b>Agency/Public University:</b> Auditor, Office of the State <b>Address:</b> 801 Woolfolk Building, Jackson, Mississippi 39201		<b>Contact Person:</b> Jim Moore <b>Phone:</b> 601-576-2694 <b>Fax:</b> 601-576-2750 <b>Email Address:</b> jim.moore@osa.ms.gov	
<b>MAGIC Customer Number (only required from state agencies):</b> 7000000078		<b>Division/Dept:</b> <b>Handmail:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Project Summary Narrative Description of Project</b> (include details of original acquisition if applicable): OSA originally purchased CCH ProSystem fx Engagement System and Software Support & Maintenance for the purpose of audit work paper management in September 2011, as a sole source procurement for five years. In May 2013, OSA purchased additional licenses and support for those licenses for 3 years.  In October 2016, ITS issued Notice of Intent to Certify Sole Source Number 3940 for CCH ProSystem fx Engagement Software Support and Maintenance from November 1, 2016 through October 31, 2019, in an amount not to exceed \$95,063.00. No objections were received. In March 2017, ITS issued Notice of Intent to Certify Sole Source Number 3982 for CCH ProSystem fx Engagement Software Support and Maintenance through October 31, 2020, in an amount not to exceed \$7,429.69. The total spend-to-date for this software, support, and maintenance is \$301,037.86.  This request is to add 20 new licenses, maintenance and support through October 31, 2020. Any additional licenses purchased during the certification period will be considered sole source. <b>ITS Acquisition Approval (CP-I) should be effective through this date (Please allow time for all vendor invoices to be paid):</b>			
<b>Cost Estimates</b> <i>Fiscal Year</i>	<b>Initial Costs</b>	<b>Time Constraints</b> Item Needed by: Funds Expire:	<b>Anticipated Lifecycle of Products/System</b> (i.e. estimated years of effective use):
2018-2020	\$65,000.00	Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds) Payment is 100% from General Fund and is definite	
Total	\$65,000.00		
<b>Acquisition Details</b>			
<b>Items Requested</b>	<b>Quantity</b>	<b>Description</b>	<b>Building Location(s)</b>
Licenses, maintenance and support	20	On-Call and Remote support	Woolfolk
<b>Describe platform &amp; Infrastructure</b> (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:			
<b>Progress to Date:</b> What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? Submitted Sole Source request to ITS.			
<b>Sole Source Certification</b> Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
<b>Specific business requirements to be met by the requested products or services:</b> The State, County, Electronic Data Processing, and Contract Audit Divisions of OSA use Engagement Software Support and Maintenance Helpdesk to troubleshoot issues that may arise with the CCH ProSystem fx Engagement System. The Software Support and Maintenance provides OSA with remote servicing at the end user's Engagement workstations along with software patches and updates that are necessary for the CCH ProSystem fx Engagement System. With the hiring of new auditors, additional licenses are needed.			
<b>Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality):</b> CCH ProSystem fx Engagement is an auditing workpaper management software that obtains instant access to paperless audit and tax client binders and promptly prepares financial statements and trial balance reports. CCH Incorporated a Wolters Kluwer business provides software and maintenance support for the CCH ProSystem fx Engagement System. The maintenance and support provides access to helpdesk support, which includes remote servicing for end users and access to software patches and updates to provide security and stability for the system. OSA has made a business decision to continue the maintenance of the CCH ProSystem fx Engagement system. The Mississippi Office of the State Auditor must have access to help desk support which includes remote servicing or our end user's Engagement workstations. Furthermore, the Office of the State Auditor must have access to patches and updates for the Engagement software in order to remain secure and stable while using the software.			



# Attachment A

<p>Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated):</p> <p>Wolters Kluwer is the owner and has full right and title to license the CCH ProSystem fx Engagement Software. In the United States, Wolters Kluwer is the sole source entity permitted to license CCH ProSystem fx Engagement.</p>	
<p>Explain why the amount to be expended for the services is reasonable:</p> <p>N/A</p>	
<p>Explain what your agency did to obtain the best possible price for the services:</p> <p>N/A</p>	
<p>Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.</p>	
<p>Place Order To</p> <p>Vendor Name: CCH INC</p> <p>Vendor Address: C/O WOLTERS KLUWER 2700 LAKE COOK RD RIVERWOODS, IL 60015</p>	<p>Remit To</p> <p>Vendor Name: CCH INC</p> <p>Vendor Address: C/O WOLTERS KLUWER 2700 LAKE COOK RD RIVERWOODS, IL 60015</p>

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Stacy Pickering State Auditor  
Name (Agency Head or Public University CIO)/Title

Stacy Pickering 2/26/13  
Signature Date



January 23, 2018

Mississippi Office of the State Auditor  
Mr. Jim Moore  
Director, Information Technology Division  
501 N. West Street  
Suite 801, Woolfolk Building  
Jackson, MS 39201

ProSystem account 144514

Dear Mr. Moore,

This letter is to confirm that Wolters Kluwer is the owner and has full right and title to license the software package CCH® ProSystem fx® Engagement. In the United States, Wolters Kluwer is the sole entity permitted to license CCH ProSystem fx Engagement.

Sincerely,

A handwritten signature in black ink that reads "John P. Bames". The signature is fluid and cursive, with a long horizontal line extending from the end.

John P. Bames  
Vice President, Product Management  
Wolters Kluwer, Tax & Accounting US

## **Attachment C: Sole Source Procurement Overview**

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website ([www.its.ms.gov](http://www.its.ms.gov)).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

## **Attachment C: Sole Source Procurement Overview**

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.